

Contract User Guide for ITC68

ITC68: Data Cable Products and Services

UPDATED: May 12, 2020

Contract #:	ITC68
MMARS MA #:	ITC68*
Initial Contract Term:	September 1, 2018 to August 31, 2021
Maximum End Date:	Two (2) One (1) year extensions to August 31, 2023
Current Contract Term:	September 1, 2018 to August 31, 2021
Contract Manager:	Ashish Patel (617) 720-3190, ashish.s.patel@mass.gov
This Contract Contains:	Prompt Pay Discount (PPD) and Supplier Diversity Program (SDP)
UNSPSC Codes:	26-12-26 Electrical cable and accessories 72-15-16 Specialized communication system services 80-10-16 Project management

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for Data Cable Products and Services. This statewide contract is for the acquisition of data cable (low voltage) products and cable related hardware and services. Vendors on this contract include bulk cable distributors (Distributors) and value added resellers (VARs). **The distributors do not perform installation services.**

Key changes from ITC54, the predecessor contract

Eligible Entities must request at least three quotes for acquisitions (other than maintenance/support contracts) whose estimated cost exceeds \$25,000.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Both VARS and Distributors representing most major manufacturers
- Volume discounts
- Credit for returned scrap material available from many vendors
- Warranty services available 7X24X365 at no additional charge from many vendors

Find Bid/Contract Documents

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments:

Go to [COMMBUYS.com](https://www.commbuys.com)

- Click on "Contract & Bid Search" under "**Browse by Category**" (lower left of page)
- On the screen that comes up, click the button for Contracts/Blankets
- In the Contract/Blanket Description field, enter ITC68 [NOTE: do NOT enter this in the Contract/Blanket # field above the Contract/Blanket Description field.]
- Then click "Find It" or Enter
- Click the link under the Contract/Blankets heading
- Scroll down to see the list of vendors.
- **Under Agency Attachments, you will find the RFR, this Contract User's Guide, and the Vendor Listing Spreadsheet.** A file is also included with Cost Tables for each Contract vendor, with a tab (Product Pricing) that shows the manufacturers included in the vendor's contract, the vendor's markup for each manufacturer, and links to the manufacturer's pricing.



Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;
Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Construction Requirements

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>.

It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at mass.gov/ig/procurement-assistance. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [web page](#) to learn more about Public Bidding Laws.

See Quotes Including Construction Services Requirements below for information on quoting these types of projects.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Most purchases made through this contract will be outright purchases. Services may be hourly rate or fixed price (such as an annual maintenance contract).

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If your organization does not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDHelpDesk@mass.gov.

How To Purchase From The Contract

Eligible Entities must request at least three quotes for acquisitions (other than maintenance/support contracts) whose estimated cost exceeds \$25,000. Information to assist Eligible Entities in selecting vendors for quote requests, such as Prompt Pay Discount, warranty services available 24/7/365, available manufacturers, and pricing information will be posted on the [Vendor Listing Spreadsheet](#) below and on COMMBUYS.

When contacting a vendor on statewide contract for a quote, always reference ITC68 to receive contract pricing. All purchase orders must specifically state that the order is under the terms of ITC68.

COMMBUYS Users:

The COMMBUYS functionality provides a mechanism to easily obtain quotes. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Please see [How to Create a Solicitation Enabled Release Requisition](#) for instructions.

The above process should be followed to obtain quotes. If seeking multiple quotes are not needed, use the same process but limit the distributors selected to the single vendor from whom you are requesting a quote.

Other Users:

Eligible Entities should request multiple quotes or quotes from a single vendor via email. The [Vendor Listing Spreadsheet](#) includes email addresses.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Shipping/Delivery/Returns

- Shipping - Shall be FOB Destination Freight Prepaid, unless otherwise agreed in writing by the contracting Eligible Entity. Freight charges, if any, must be identified in the quote. Freight charges, or any other charges not included in the quote accepted by the Eligible Entity, will not be paid. Freight charges must be no more than the actual freight charges paid by the Contractor.
- Delivery - The Contractor shall notify the Eligible Entity at least 48 hours in advance of shipment. The Eligible Entity will provide specific and timely authorization for each delivery. The Contractor may not proceed with delivery until approval has been given to commence delivery. All deliveries and installation work shall be performed during regular working hours, usually 8:00 a.m. to 5:00 p.m., Monday through Friday.

Additional Information/FAQs

A side-by-side comparison of vendor responses to items of particular interest to the ITC68 Strategic Sourcing Team (SST), such as the region(s) of the Commonwealth in which the vendors will accept ITC68 engagements, availability of 7x24x365 warranty service at no additional cost, vendors offering to store critical components on-site, vendors offering credit for waste/scrap cable, prompt payment discounts, and warranties longer than the minimum required warranties (see below).

Warranties

The minimum product warranties appear in the table below. Note that some vendors offer warranties beyond the required minimum at no additional charge.

Products/Services	Minimum Warranty
Voice/Data Copper Wiring Systems	15 years
Fiber Optic Wiring Systems	15 years
Test Equipment	1 year
Electronic Devices	1 year

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Products/Services	Minimum Warranty
Software	1 year

Regions

All vendors currently awarded can provide goods and services to all areas of the Commonwealth.

Manufacturer Authorizations

Manufacturer Authorizations are listed on the Product Pricing tab of the Cost Tables on COMMBUYS.

Document items in COMMBUYS that have already been purchased

This contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, see [How to Create an RPA Release Requisition](#) job aid.

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Strategic Sourcing Team Members

- Marge MacEvitt, OSD
- Michael Woods, OSD
- Richard Smith, EOTSS
- Tim Kennedy, OSD

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Vendor Listing Spreadsheet

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Distributor/Value Added Reseller (VAR)	Discounts (PPD)
American Tele-Connect Services, Inc.	PO-19-1080-OSD03-SRC01-14316	Deborah Lotocki	401- 941-9000	debbi@atseagle.com	VAR	3%- 10 days
Anixter Inc.	PO-19-1080-OSD03-SRC01-14316	Daniel Olguin	480-240-8337	daniel.olguin@anixter.com	Distributor	.50% -10 days .50% -15 days .50% - 20 days .50% - 30days
Collins Electric Company, Inc.	PO-19-1080-OSD03-SRC01-14316	John Angelica	413-598-1027	jangelica@ce1906.com	VAR	3% -10 days 2% -15 days 1% - 20 days .50% - 30days
Comm-Tract Corp	PO-19-1080-OSD03-SRC01-14316	Bryan Hopkins	781- 890-5070 x6952	bhopkins@comm-tract.com	VAR	4% -10 days 3% -15 days 2% - 20 days 1% - 30days
Communications Supply Corporation	PO-19-1080-OSD03-SRC01-14316	Marty Pihl	781-932-5700	mpihl@gocsc.com	Distributor	1%- 10 days
Future Technologies Group, LLC dba New Era Technology	PO-19-1080-OSD03-SRC01-14316	Sean M. Doherty	617-367-7474	comm.mass@FtgTechnologies.com	VAR	3% -10 days 3% -15 days 3% - 20 days
Graybar Electric Company, Inc.	PO-19-1080-OSD03-SRC01-14316	Michael Teahan	617-721-4041	michael.teahan@graybar.com	Distributor	3% -10 days 3% -15 days 1% - 20 days
INNO4, LLC	PO-19-1080-OSD03-SRC01-14316	Margaret Koetzner	617-483-0327	margaret.koetzner@inno4llc.com	VAR	1%- 10 days
K and M Communications, Corp.	PO-19-1080-OSD03-SRC01-14316	Robert Lane	508-857-2011 Ext. 103	rlane@kandmcommunications.com	VAR	2% -10 days 2% -15 days 1% - 20 days 1% - 30days

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Distributor/Value Added Reseller (VAR)	Discounts (PPD)
LAN-TEL Communications, Inc.	PO-19-1080-OSD03-SRC01-14316	Kate Waldron	781.352.4134	kwaldron@lan-tel.com	VAR	3% -10 days 2% -15 days 2% - 20 days 1% - 30days
LCN – Division of E.G. Sawyer Co, Inc.	PO-19-1080-OSD03-SRC01-14316	Michael D Lieb	781-927-1127	mlieb@lcnnetworks.com	VAR	3% -10 days 2% -15 days 2% - 20 days 1% - 30days
Maverick Construction Corporation	PO-19-1080-OSD03-SRC01-14316	Michael D McNally	617-799-3277	mmcnally@maverickcorporation.com	VAR	3% -10 days 2% -15 days 1% - 20 days
McDonald Electrical Corporation	PO-19-1080-OSD03-SRC01-14316	Julie A. Power	781- 733-1228	jpower@mcdonaldcorp.com	VAR	3% -10 days 2% -15 days 2% - 20 days 1% - 30days
Ockers Company	PO-19-1080-OSD03-SRC01-14316	David Mitchell	508-586-4642	Dmitchell@ockers.com	VAR	4% -10 days 3% -15 days 2% - 20 days 1% - 30days
Phoenix Communications Inc.	PO-19-1080-OSD03-SRC01-14316	Christopher Boule	508-438-0360 ext 217	cboule@phoenix-fiber.com	VAR	1% -10 days 1% -15 days .50% - 20 days
Spectrum Integrated Technologies, division of J&M Brown Company, Inc.	PO-19-1080-OSD03-SRC01-14316	Steven A Feldman	617-971-1425	sfeldman@spectrumit.com	VAR	1% -10 days 1% -15 days .50% - 20 days
State Electric Corporation	PO-19-1080-OSD03-SRC01-14316	Jeff Flynn	978-341-5181	jflynn@stateelectriccorp.com	VAR	3% -10 days 2% -15 days 1% - 20 days 1% - 30days
Sullivan & McLaughlin Companies, Inc	PO-19-1080-OSD03-SRC01-14316	John Reed	617-474-0500	jreed@sullymac.com	VAR	2% -10 days 1% -15 days 1% - 20 days .50% - 30days

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